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16 July 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Statement of Accomplishments For Fiscal Year 1970 -
Control Division

1. This is the Control Division's overall report. The reports for each of the three Branches of this Division and the Records Management function are contained in the attached TABS.

TAB A - Qualifications Analysis Branch
TAB B - Statistical Reporting Branch
TAB C - Transactions and Records Branch
TAB D - Records Management Function

Workload data are included in the Branch reports and will be repeated in this report only when of sufficient significance to be a highlight.

2. This was an active year in Records Management. All Records Control Schedules are current. Office of Record responsibility has been established for the Office of Personnel. The records purge has been completed resulting in a reduction of 795.5 cubic feet at the Records Center.

3. Statistical reports received attention from many standpoints: Establishment, deletion, review, analysis, and consolidation.

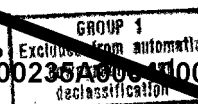
a. The review of machine reports resulted in the following:

29 - Immediate deletions
34 - Future deletions
290 - Continue Without Modification
336 - Continue With Modification
26 - New Requirements Identified

b. A series of machine reports were developed for the Agency's Honor and Merit Awards Program. These recurring reports will show name, award, and, in addition, will provide statistical summaries.

c. At the request of the Agency's Language Development Committee, a Language Control Register was established. Also "Specific" or "General" language requirements were identified on the Position Control Register. The Language Committee was also assisted in its effort to

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have employees with claimed language abilities either disclaim or be tested.

d. The Career Service Semi-Annual Age-Grade Tabulation, which previously required 360 manhours per annum for preparation, has been reprogrammed and is now received in final form from the computer. This permits a two to three month earlier distribution.

e. An Office On-Duty Strength Report which shows strength by sub-category code (Professional, Clerical, Technical, Commo) was developed. This report will appear monthly EYES ONLY.

4. Activity with SIPS increased considerably with the following major undertakings in addition to day to day liaison:

a. To help determine report content, questionnaires were sent to the recipients of Position Control Registers, Date of Grade Listings, and the Agency Locator Register. The returns were tabulated and are being used to develop future requirements.

b. Design Requirements Statements were reviewed for:

CAPER - Case Processing and Evaluation Reports, and
CENBAD - Central Badging

c. A review was also made of a paper titled, "AFFILIATIONS," Identification of Personnel in the Manpower Control System.

d. A series of policy questions requiring answers were resolved.

5. The coding of Agency work experience of Clandestine Services personnel was completed and the maintenance of this inventory started. A series of five computer reports provided the Clandestine Services with a very useful tool for management purposes. These reports are controlled and used exclusively by the Clandestine Services. They are composed of "D" designees grades GS-8 through GS-15.

6. There was 112.9% increase in qualifications and language input during this period. This was due to the production of the task force assembled to code Clandestine Services work experience.

7. The determining of Service Computation Dates increased 37.2%. This is due, in a large measure, to increased retirements and numbers of employees nearing retirement. For the same reason there was a 78.4% increase in requests to the Federal Records Center for information and files.

8. OPRED reporting continued to be a major workload responsibility for the Transactions and Records and Statistical Reporting Branches.

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9. 332,485 pieces of file material was received during the year. This is a 40.2% increase over the preceding year and is attributable to two legislative pay raises and the reduction of a backlog of language and overseas service code sheets by a summer employee.

10. No decrease in Division activities is expected during Fiscal '71 except in the maintenance of the Agency's Qualifications Inventory where one less occupational coder will be required. On the other hand, increased activity is expected in ----


----Coordination with SIPS in the development of an integrated DD/S Management Information System.

----The Position Control and Status Sections, due to major reorganizations and T/O changes.

----The continuation of the review of reports prepared in the Division as well as computer generated.

----The recording of language requirements for positions and the language abilities of people.

----Identifying new ADP requirements and in the designing of selected systems.


Chief, Control Division

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Attachments:

TAB A - CAB Annual Report
TAB B - SRS Annual Report
TAB C - TRB Annual Report
TAB D - Records Management Report

Distribution:

Addressee - Orig & 1
DD/Pers/P&C - 1
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14 July 1970

MEMORANDUM FOR: Chief, Control Division

SUBJECT : Annual Activity Report for Fiscal Year 1970 -- Qualifications Analysis Branch

Activities of the Qualifications Analysis Branch for Fiscal Year 1970 are outlined below.

A. The major functions of the Qualifications Analysis Branch are:

1. The preparation of biographic profiles on Agency employees and the classification and coding of applicants' and employees' qualifications which are used for screening personnel records. The two systems were designed to assist career service panels and operating officials in selecting the best-qualified candidates to meet Agency staffing requirements.

2. In connection with the above, four major operations must be carried on in the Branch.

a. The Biographic Profile function requires:

(1) Preparation and Updating of Biographic Profile, Form No. 1200, for each Agency employee.

(2) Preparation and Updating of the Blue Book, "Principal Officials of CIA," for the Director of Central Intelligence.

(3) Preparation of sterile biographic summaries, other than (1) and (2) above, for use outside the Agency.

(4) Furnishing of initial, updated, and "As Is" copies of Biographic Profiles to operating components in answer to specific requests.

b. The Qualifications Classification Coding System requires:

(1) The preparation of employee records (background data; formal education; experience, including on-the-job training and specialized skills and knowledge) in coded form for incorporation in the IBM-360 and retrieval of the information to meet current and emergency staffing requirements by providing machine listings of qualified candidates.

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(2) Classification and coding of applicant qualifications for incorporation in mechanical records.

(3) Planning attacks on the mechanical file to locate qualified individuals (those possessing specific skills, knowledge and experience) to meet current requirements for staffing Agency positions and/or filling emergency manpower requests.

(4) Coding of Forms 444c, "Language Data Record."

(5) Coding of Forms 444j, "Qualifications Supplement to the Personal History Statement."

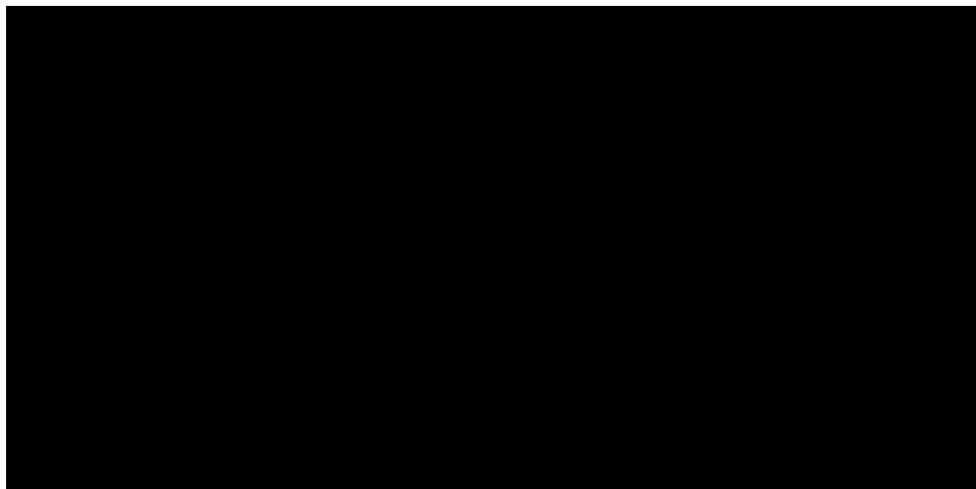
(6) Coding of Forms 444n, "Qualifications Update."

c. Preparation of Special Manpower Studies concerning employees and applicants.

d. Reproduction of Biographic Profiles and various other documents.

B. Organization of the Qualifications Analysis Branch and personnel activity during the fiscal year.

1. Personnel on duty with QAB at the close of the fiscal year include:



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2. During FY 1970 personnel actions were effected as follows:

a. [REDACTED] (Clerk, GS-03) entered on duty with QAB 8 July 1969 as Xerox Operator, replacing [REDACTED] who was reassigned within the Branch to replace [REDACTED] who transferred cob 11 July to a night-time position in the Cable Secretariat's Office.

b. [REDACTED] (IO Gen, GS-08) was detailed by OP/SAS to QAB from 25 August through 12 September 1969 pending transfer from the Agency to NASA.

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[REDACTED] (Pers Clerk) was promoted from GS-04 to GS-05 effective 14 December 1969.

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[REDACTED] (Pers Clerk) was promoted from GS-03 to GS-04 effective 14 December 1969.

C. Statistical Summary of Qualifications Coding, Biographic Profile Production, and Xerox Reproduction for Fiscal Year 1970.

1. Coding

18 Applicant files coded under the Qualifications Classification Coding Project
1,272 Employee files coded under the Qualifications Classification Coding Project. (New EODs, Re-EODs, and some cases reviewed to make additions, deletions, or changes in earlier coding.)
1,386 Forms 444j, "Qualifications Supplement to the Personal History Statement," coded
8,891 Forms 444n, "Qualifications Update," coded
6,351 Language Data Forms (Forms 444c, 1273, disclaim memos, etc.) coded and posted to the language roster
6,395 Cases - Coding Updated

2. Biographic Profiles

526 Initial Bio Profiles (Fm 1200) prepared per special request
649 Initial Bio Profiles (Fm 1200) prepared in connection with the Coding Project
1,175 Total Initial Bio Profiles (Fm 1200) prepared
3,295 Bio Profiles (Fm 1200) updated per special request
106 Bio Profiles (Fm 1200) updated in connection with the coding project
3,401 Total Bio Profiles (Fm 1200) updated
1,977 Bio Profiles (Fm 1200) furnished to requestors on an "As Is" basis
1,175 Total Bio Profiles (Fm 1200) prepared
3,401 Total Bio Profiles (Fm 1200) updated
1,977 Total Bio Profiles (Fm 1200) furnished on an "As Is" basis
6,553 Total Bio Profiles (Fm 1200) prepared, updated, or furnished "As Is"

3. Xerox Reproduction

101,138 Sheets - Initial, updated, or "As Is" Bio Profiles
223,140 Sheets - Miscellaneous material reproduced in response to 9,111 external (outside QAB) requests
27,337 Sheets - QAB use
351,615 Total Sheets Reproduced

D. Special Projects completed and highlights of Fiscal Year 1970.

1. The QAB Qualifications Code Book was completely revised and updated during FY 1970.

2. During the period April 1967 until November 1969 qualifications coding updating was based on Forms 444j and 444n received in the Branch. However, beginning late November 1969 coding updating began to be based upon those rosters sent to operating components regarding submission of fitness reports. Under the latter system information covering all employees (with the exception of "D" designees), grades GS-06 through GS-13, was updated based on 1969 rosters. Coding updating is now nearing completion covering employees grades GS-05 through GS-11 and GS-14 through GS-18 based on 1970 rosters. Advance copies of GS-12 and GS-13 rosters have been requested and as soon as received coding updating will begin on those employees. These two will complete the 1970 lists.

3. As stated in paragraph B.2.e. above, [REDACTED] was detailed in October 1969 to the CSCS Task Force in Headquarters organized to code Clan-destine Services experience. This was in preparation for QAB's assuming responsibility for the maintenance of the qualifications inventory for "D" designees in January 1970 to coincide with the receipt of Fitness Reports for employees grades GS-12 and GS-13. Between 1 November 1969 and the end of the fiscal year information included in the qualifications inventory covering "D" designees, grades GS-08 through GS-12 and some grade GS-13, was updated, based on information contained in Forms 444j and 444n which had been received, new Fitness Reports, and other information which may not have been in the official personnel folder at the time of the original coding. Information on all "D" designees will continue to be maintained on a current basis, with Mr. [REDACTED] being designated to assume these duties when [REDACTED] retires on July 31.

4. The following tabulation shows Forms 444j ("Qualifications Supplement to Personal History Statement") and Forms 444n ("Qualifications Update") coded to date:

	444j	444n	Fitness Report Coding Updates
FY 1967	[REDACTED]		
FY 1968			
FY 1969			
FY 1970			
Totals			

5. Biographic Profiles continue to be updated based on written and oral requests of operating components. Several of the various components requested copies of updated profiles on all of their employees. Biographic Profiles on all new employees entering on duty with the Agency are prepared on a monthly basis, and the master bio profiles maintained in the Branch are kept current based on the monthly appointments and separations rosters.

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6. One Xerox copy of each Biographic Profile (Form 1200), Part 1 only, was made and sent to Vital Materials in accordance with the following schedule:

July 1969 - T, U, V	January 1970 - H, I, J
August - W, X, Y, Z	February - K, L
September - A, B	March - M
October - C	April - N, O, P
November - D, E	May - Q, R
December - F, G	June - S

As current profiles are received in Vital Materials each month, those profiles which are obsolete are destroyed.

7. Since the installation of a Xerox 2400 in the Branch in December 1968, the requests for Xerox services have increased greatly. During FY 1970 the Branch furnished 223,140 sheets of Xerox material in answer to 9,111 requests from persons outside QAB.

8. A written commendation was received from D/OBGI for the cooperation and excellent support given in answer to OBGI's frequent requests for Xerox copies of "rush" jobs.

9. In accordance with a suggestion by the Office of Security, a new system was begun within the Branch on 20 April of appointing a Custodian who is responsible (on a weekly basis) for examining Rooms 301 and 302, Magazine Building, to assure that all classified reference material has been secured at the close of the day. This is in addition to the regular Branch night security check and is only a further precaution to prevent a security violation. A very short security briefing was held in QAB by [REDACTED] Office of Security, on 22 May.

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10. On 24 July DC/QAB briefed two Career Trainees [REDACTED] re QAB activities and responsibilities.

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11. During a total of seven weeks while the OP/RMO was on leave, QAB assumed the duties of that position.

12. Attached is a list of responses to requests for qualifications searches.

E. Major Problems Encountered and Resolved.

1. The decision was made to use, as a basis for updating information already in the qualifications inventory, the same rosters as sent to operating components concerning submission of fitness reports. This would mean that the records of all employees would be updated once each year. This replaced the system of updating based on Forms 444j and 444n received in the Branch.

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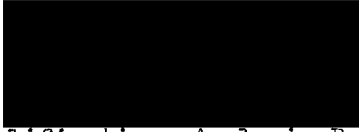
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2. The backlog of uncoded Forms 444j and 444n was reduced considerably.
3. The Coding of the work experience of Clandestine Services personnel was completed.
4. A series of reports was developed for the Clandestine Services.

F. Accomplishments Projected for Fiscal Year 1971.

1. Coordinate with the Offices of Computer Services and Training on the actions required for the production of a computer-produced Biographic Profile.
2. Develop a new form which will combine the Fitness Report and Qualifications Update into one system.
3. Maintain the Qualifications Inventory as current as possible.
4. Maintain the Clandestine Services Inventory.

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Chief, Qualifications Analysis Branch

Attachment: Requests for Quals searches

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Annual Report
14 AUG 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Annual Report for
Fiscal Year 1970

1. This memorandum is for your information.
2. Attached is the Office of Personnel's report of accomplishments in Fiscal Year 1970 which I am pleased to forward on behalf of the people of Personnel. It is a very good record about which they should have no false modesty. They did more with less and anticipated and accommodated to change. We didn't get done all that we wanted to but it was our own goals we failed to meet. The Agency and its people were well served by the 300-odd people in the Office and the other hundred members of the Career Service assigned throughout the Agency. I must note that no office head was or could have been better served by his people than I. The record reflected in this report was the product of team effort. The terms are much overused but cooperation, initiative, respect for others, open-mindedness, imagination and plain hard work describe the year.
3. I have sought and gained an increased participation and commitment by all Personnel people--professionals (younger and older) and clericals in the personnel work of this Agency. I see my task as managing, guiding, and reflecting on the way of the future, and I see theirs as a concomitant guidance to me and the performance of the personnel job. The extent to which our two-way communications and understandings flow will determine in no small part whether we show future progress. We held the Personnel Conference this spring--possibly our best effort in talking over mutual interests and strengthening our sense of professional belonging--and I convened the Young Professionals Group to tell me how they feel and what they think is important. Sweeping the Office of Personnel for ideas from all was another attempt to shape our direction with a mutual appreciation of what needs to be done and how to do it better.

4. As a last observation—new ideas and the anticipation of looming problems are the keystones to a dynamic personnel program. Desirable future Agency personnel policies; problems of maturation in the next few years; problems of professional continuity in the latter 1970's; and future opportunities in the Career Services for meeting both personal and management needs are only some of the problems beginning to crowd center stage. It is my hope I can look back this time next year and be able to see that the search for relevant and new ideas went well.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

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